



# WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

## GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

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Name of Individual Certifying this Document/Proposed Document

ADMINISTRATOR, DIVISION OF COMMUNITY CORRECTIONS

Title


[Handwritten Signature]

Signature

6/25/19

Date Signed

Department of Corrections – Wisconsin  
Office of the Secretary  
Wis. Stat. § 227.112(6)  
DOC-2910 (6/2019)

 <p style="text-align: center;"><b>WISCONSIN</b>  <b>DEPARTMENT OF CORRECTIONS</b>  <b>Division of Community Corrections</b></p> <p style="text-align: center;">DOC-1356 (Rev. )  Administrative Directive #15-06  Replaces #04-02, 05-03, 05-04</p>	EFFECTIVE DATE 03/01/2015	PAGE NUMBER 1 of 3
	MANUAL REFERENCE ECRM	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	ORIGINATED BY ADMINISTRATOR'S OFFICE Denise Symdon <i>Denise Symdon</i>	
DISSEMINATION <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Supervisory Staff Only		PRIORITY <input checked="" type="checkbox"/> Policy/Directive <input type="checkbox"/> Information Discuss at Staff Meeting Read/Route/Post
<b>SUBJECT: Active Noncompliant Sex Offender Registrants</b>		

**Policy Statement:** It is the intent of the Division of Community Corrections and the Sex Offender Registry Program to monitor and track the whereabouts of sex offender registrants, and provide information about the whereabouts to victims, law enforcement and the general public. The purpose of this administrative directive is to outline a procedure for the Division of Community Corrections staff to act on sex offender registration noncompliance in a timely manner to verify a registrant's information is correct and up to date.

On or before 60 consecutive days of sex offender registration noncompliance, materials outlining a complete investigation and evidence of probable cause will be forwarded by the Sex Offender Registration Specialist to the District Attorney's Office for possible prosecution.

**Reference:** Wisconsin State Statute 301.45

### Definitions, Acronyms and Forms:

Mailing Address: The address reported by the registrant for which he or she receives correspondence through the US Postal Service, UPS, FedEx, DHL, or other service provider.

Primary Address: The physical address of the registrant's residence

Residence: Each dwelling or location where a sex offender habitually lives, resides or sleeps regardless of whether the sex offender declares or characterizes such place as his or her residence. Residence may include shelter, group home, treatment center, county jail, federal or other state's prisons.

Sex Offender Registrant: A person required to register as noted in WI ss. 301.45(1g)

Supervision: A person currently on probation, parole, supervised release or extended supervision with the Wisconsin DOC

ICE – Immigration and Customs Enforcement

MSDF – Milwaukee Secure Detention Facility

RTS – Returned to Sender

SOR(P) – Sex Offender Registry (Program)

SORT – Sex Offender Registry Tool

STF – Sturtevant Transitional Facility

WICS – Wisconsin Integrated Corrections System

DOC-2247: Sex Offender non-compliance investigation worksheet

DOC-2287: Sex Offender Registrant information/home visit



## **Noncompliance:**

Currently, a registrant becomes non-compliant when one or more of the following occurs:

- Registrant fails to mail back registration or confirmation letter OR
- Registrant fails, within 10 days to update change of residential address/employment/school/Internet identifiers OR
- Registrant provides false information and the Sex Offender Registration Program (SORP) is notified of incorrect information OR
- Registration or confirmation letter is returned to sender (DOC SORP) OR
- Registrant refuses to report for/have photograph for Sex Offender Registry OR
- Registrant-ICE Deportee fails to establish contact with DOC SORP within 10 days after registrant is deported from the United States and returned back to their country of legal origin.

Additionally it is helpful to note the following factors which affect non-compliance rates:

- If an offender is placed into temporary custody or a hold at MSDF and/or STF, WICS shows that the person as incarcerated. On the day of release, WICS status changes to not incarcerated and on the fourteenth day after the release, if no letter has been sent, the system changes the registrant to noncompliant.
- An undeliverable address (RTS), a temporary address listed in SORT or an address that is entered and not verified will result in noncompliance.

## **Procedure:**

### **1. Checking for Noncompliant Active Supervision Sex Offender Registrants:**

On a weekly basis, DCC agents shall review the Sex Offender Registry Active Supervision Non-compliance List on the SORP MyDOC intranet website.

### **2. Changing Noncompliant to Compliant via Home Visit/Residency Verification:**

- A. Submit a DOC 2287 via fax, email to [bopadmin@wisconsin.gov](mailto:bopadmin@wisconsin.gov), or the local registry specialist if the following steps have been taken:
  - 1) A home visit has been completed within the last 30 days
  - 2) A letter has been returned from the registrant's current reported address within the last year
- B. DOC staff may provide guidance to an offender on maintaining compliance with the sex offender registry. However, an agent may not complete the DOC-2287 form on behalf of the offender. Wisconsin State Statute mandates that the registrant needs to respond to ALL correspondences from SORP in order to maintain compliance.

### **3. Absconder and/or Non-compliant Registrants:**

- A. Failure to comply with sex offender registration will be considered a violation of rules of supervision

- B. The agent shall complete the non-compliance investigation including the necessary steps outlined on DOC-2247 within 30 days. This timeframe will include an agent's standard procedure of attempting to locate an absconder.
- C. If the registrant is deported from the United States by ICE, the agent will acquire the deportation date and alien number from ICE and provide it to the registration specialist along with the noncompliance materials.
- D. If noncompliance exceeds 30 days, the investigation information including the worksheet, DOC-2247, regarding the non-compliant registrant will be forwarded via fax or email to the sex offender registration specialist.
- E. On or before 60 consecutive days of sex offender registration non-compliance, materials outlining a complete investigation and evidence of probable cause will be forwarded by the Sex Offender Registration Specialist to the District Attorney's Office for possible prosecution.

**Distribution List** (Other than Noted Dissemination):

Agent Basic Training Director  
Office of Diversity and Employee Services Director  
DCC MyDOC Liaison